



**Office of the Building Official**  
**P.O. Box 427**  
**Herndon, VA 20172-0427**  
**(703) 435-6850 Phone**  
**(703) 318-8492 Fax**

### **New Commercial Building Permit Application**

**Site Location:**

Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Architect/Engineer:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License #: \_\_\_\_\_ Exp. \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State License#: \_\_\_\_\_ Exp: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_**Project Information:**

Est. Construction Cost: \$ \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Size of Water Service: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Building Height: \_\_\_\_\_

USBC Code Year: \_\_\_\_\_

Number of Kitchens: \_\_\_\_\_

Description/Use: \_\_\_\_\_

**Submitter Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

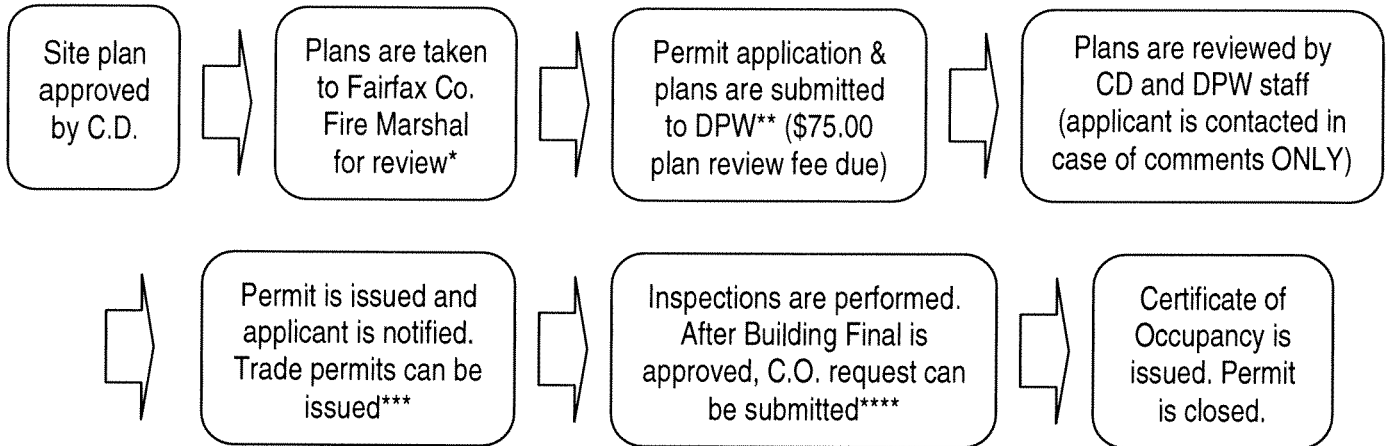
I hereby certify that I have the authority to make this application that the information given is correct, and that use and construction shall conform to County Health Regulations, Building and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property. Furthermore, I certify that all materials used for work performed under this permit will be paid directly to the supplier by the property owner, and that all compensation will be on an hourly basis and paid by the property owner directly to the person(s) performing work under this permit.

\_\_\_\_\_  
Signature Contact, Owner or Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Phone Number\_\_\_\_\_  
Print Name

RETURN THIS COMPLETED APPLICATION TO THE OFFICE OF THE BUILDING OFFICIAL FOR ISSUANCE OF A BUILDING PERMIT

# New Commercial Building Permit Application

***Required for: New stores, offices, banks, hotels, schools, churches, hospitals, parking lots, and other non residential new buildings.***



\* Additional Health Department approval is required for: Restaurants, Daycare, hotel, hairdressing, public swimming pool, barbershop, nail salon, pet grooming, health spa, grocery stores, and tattoo and x-ray facilities.

\*\* Required for Building permit:

- Three sets of detailed architecturally sealed plans or blueprints. Four plans are required when Health Department approval is needed.
- Plans must include Plumbing, mechanical and Electrical specifications.
- All non-residential plans MUST BE APPROVED BY FAIRFAX CO. FIRE MARSHAL prior to submission for Building Permit.
- Review fee of \$ 75.00 for each bldg., which will be deducted from permit fee when permit is issued.

\*\*\* Sprinkler permit applications must be submitted along with three sets of plans approved by Fire Marshal.

\*\*\*\* One Certificate of Occupancy is issued for each permit (not for each tenant or floor). Applicant is notified when ready.